CIFC GDCHC Dental Plan Re: Operations During COVID-19 Pandemic

This CIFC GDCHC plan has been developed in accordance with the State of Connecticut Department of Public Health’s “Best Practices for Dental Offices Considering Expanding Operations Beyond Emergency Care to Include Non-Urgent and Elective Procedures During the COVID-19 Pandemic, dated May 17, 2020.”

1. Written Plan – Once finalized, this plan will be shared with all CIFC GDCHC Dental staff, who will be required to sign off on the plan before resuming normal, routine/non-emergent operations.

2. Program Administrator – Dr. Kevin Stanton, Chief of Dentistry is responsible for implementing the following rules and ensuring compliance by patients and staff. He will be assisted in this by Christy Georgoulis, Dental Coordinator, and will work closely with Shinu Simon, CIFC GDCHC Administrative Director, Katie Curran, CIFC GDCHC COO & General Counsel, Dan Labrecque, CIFC GDCHC Associate General Counsel and Compliance/Risk Management Officer, and Dr. Joan Draper, CIFC GDCHC Acting CMO, to ensure that workplace health and safety objectives are met.

3. Training – All CIFC GDCHC dental staff must have completed Relias training on the following before resuming regular dental operations work at 120 Main St:

a. Infection control

b. Donning and Doffing PPE

c. Reviewed and signed off on this plan (which will be also be placed in Relias)

d. Any other trainings deemed necessary to ensure utmost compliance with this plan and all CIFC GDCHC precautions re: COVID-19.

4. Employee Health Screenings & Log of Contacts for Employees & Patients–

A. Signs & Symptoms of COVID-19: The current CDC defined signs and symptoms of COVID-19 include:

i. Cough

ii. Shortness of breath AND any TWO of the following:

i. Fever

ii. Chills

iii. Repeated shaking with chills

iv. Muscle pain

v. Headache

vi. Sore throat

vii. Loss of taste or smell

B. Employees with Symptoms: Employees who exhibit the above symptoms must staff home and self-monitors for progression of symptoms. Employees presenting for work must check-in according to subsection C below. Employees are required to inform CIFC HR and following state testing and contact tracing protocols if they become infected with COVID-19.

C. Employee Screening, DPH Reporting & Contact Log

i. Health Screening – All employees will have a temperature check at the security desk and then again in the dental suite where a log will be kept of all staff.

ii. By signing below, CIFC GDCHC staff acknowledge that they give permission for CIFC HR shall notify the CT Department of Public Health (DPH) when they become aware of any staff member who has been diagnosed with COVID-19, including whether the employees have provided direct patient care or not, so that appropriate contact tracing and monitoring can be performed.

iii. Employee Log - All employees must be able to recall patients/clients with whom they interacted with on any given day to support testing. Generally, this will be documented through patient appointment activity in eCW. If, for example, however, an employee encounters a person in the office for whom a corresponding patient encounter is not documented, the employee shall maintain a secure list of full names of encounters in an excel spreadsheet in SharePoint and include the date of interaction.

D. Patient Screening –All CIFC GDCHC dental patients will be screened by phone 24 hours in advance of their visit by CIFC GDCHC staff using the ADA screening questions. Answers will be documented in the general notes check of the patient’s chart. Patients will be told to park and call the dental on-call cell phone when they arrive and that they must wear masks. Patients will be encouraged to pay by credit card in advance. If patients plan to pay in cash, they will be directed to provide cash payments to the office in an envelope. Upon arrive on the appointment day, after calling to say they are in the lot, the patient will have their temperature taken first at the security desk and then again at the door of the dental suite. The patient’s temperature taken in the dental suite will be recorded in the patient’s chart and the same ADA questions will be asked upon arrival and documented in the patient’s chart. Any patients with symptoms shall be re-scheduled after their symptoms have subsided or they have testing that rules out COVID-19.

5. Patient Scheduling

a. Extending Appointment Blocks: All appointment blocks for potentially aerosol-generating procedures (including hygiene) shall be extended to allow for at least an additional 30 minutes for dedicated time for the hygienist or other clinician involved with the procedures to fully and appropriately clean and sanitize hygiene rooms/operatories and equipment, doff or appropriately clean contaminated PPE, wash hands (and face if necessary), and don clean PPE between patients.

b. Teledentistry – Maximize the use of teledentistry to discuss patient concerns and video assisted pre-exams to determine if an in person visit is necessary.

6. Shifts – Employee start and end times shall be staggered to the greatest extent possible to minimize employee contact. CIFC GDCHC dental employees shall not congregate in break rooms or other commons areas. All food consumption must occur off-site (outdoors or in cars).

7. Personal Protective Equipment (PPE): PPE for CIFC GDCHC’s dental staff MUST include all of the following:

FOR PROCEDURES & HYGIENE:

a. Tight-fitting N95 filtering facepiece respirator (preferably surgical-grade N95 resistant to droplets). N95 respirators must be fully fit tested to ensure proper protection. Employers providing N95 respirators and employees using those respirators must comply with the standards of a complete respiratory protection program, as prescribed by the Occupational Safety and Health Administration (OSHA), including having a written respiratory protection program, providing fit testing, training, etc. More information is available at: https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134

b. Disposable examination gloves

c. Goggles with side shielding

d. Disposable gown (to be replaced between patients)

e. Disposable (or washable) hair caps/bonnets and shoe covers (or designate shoes to be wiped down frequently and remain in the workplace)

f. Full face shield (single-use or clean/disinfect between patients)

NOTE: PPE that becomes soiled or saturated during procedures MUST be removed and replaced prior to continuing. PPE that becomes damaged should be removed and disposed.

FOR EXAMS, RADIOGRAPHY OR OTHER NON-AEROSOL GENERATING ACTIVITIES

a. Tight-fitting N95 filtering facepiece respirator (preferably surgical-grade N95 resistant to droplets), or level 3 surgical mask (at a minimum)

b. Disposable examination gloves

c. Dedicated work clothing that can be laundered (e.g. scrubs or lab coat) or a disposable gown

d. Goggles with side shielding

e. Full face shield (single-use or clean/disinfect between patients)

NOTE: PPE that becomes soiled or saturated during procedures should be removed and replaced prior to continuing. PPE that becomes damaged should be removed and disposed.

FOR DENTAL OFFICE STAFF PERFORMING NON-CLINICAL CARE ACTIVITIES, appropriate PPE includes:

a. Surgical mask, cloth mask, or other face covering that completely covers the nose and mouth (for droplet source control)

b. Disposable examination gloves, if exchanging items with patients or other staff

c. Dedicated work clothing that can be laundered (e.g. scrubs or lab coat) or a disposable gown

d. Full face shield (single-use or clean/disinfect between patients) if interacting with patients without some physical barrier

NOTE: PPE that becomes soiled or saturated during procedures should be removed and replaced prior to continuing. PPE that becomes damaged should be removed and disposed.

Patient PPE: If patients present without a face covering (covering both nose and mouth), staff may either provide a single-use disposable mask or require them to leave and re-schedule their appointment.

8. General Physical Space Set-Up in Waiting Room/Entrance to CIFC GDCHC Dental Suite

a. Signage – Signage shall be posted on the CIFC GDCHC Dental Suite door that reads in English/Spanish/Portuguese the following:

i. Visits by appointment only

ii. Any direction on social distancing (i.e. 6 ft from staff unless in dental chair)

iii. Patients must wear face coverings or masks at all times until being told to remove them. Face coverings/masks must completely cover the nose and mouth and must be worn at all time inside the dental office and not actively undergoing a procedure.

iv. Patients with COVID-19 symptoms will be re-scheduled to a later date.

b. Hand sanitizer shall be made available at the entrance point to the suite and common areas where possible

c. Social Distancing Markers and Barriers in Waiting Area – “Sneeze/spit” guards shall be installed at the front of each front desk area to protect front desk staff. The floor in the waiting area shall be marked with floor tape to indicate where patients may stand when talking to front desk staff. The waiting area will supply ONLY enough seating in the waiting room to support social distancing. If staff are not ready to see patients, they shall be instructed to remain in their car, outside, or in the bus waiting area. All non-essential items shall be removed from the waiting room (magazines, pamphlets, coat racks).

d. Ventilation – CIFC Facilities staff is responsible for ensuring the building ventilation systems are operating properly and are appropriately maintained. CIFC Facilities shall ensure that:

i. Central HVAC systems are adjusted in such a way that dilution and filtration are maximized and that dampers are fully open to bring as much fresh outdoor air into the system as possible.

ii. Filters are changed according to the manufacturers specifications and utilize the highest rated filter possible (MERV rating) that is compatible with your system.

e. Touchless Appliances – To the extent possible, CIFC GDCHC shall install touchless appliances wherever possible, including:

i. Contactless payments

ii. Paper towel and soap dispensers

iii. Trash cans (ensure bids have lids)

9. Operatories, Procedures & Hygiene–

a. Use of Doors: All CIFC GDCHC dental operatories have doors. Doors shall remain closed at all times (minus opening and closing doors to enter and exit staff and patients).

b. Use of Operatories by Same Staff: To the extent possible, CIFC GDCHC staff shall utilize the same operatories (i.e. a dentist 1 always uses operatories 1 and 2, while dentist 2 always uses operatories 3 and 4 per day, hygienist uses same single operatory per day) to minimize overlap between staff in rooms.

c. Designating and isolating specific operatories: To the extent possible, specific CIFC GDCHC dental rooms shall be designated for as procedure only rooms, as procedures have the most potential to generate aerosols. CIFC GDCHC shall also limit the number of staff involved in those procedures on any given day.

d. Hygiene only Rooms – To the extent hygiene work occurs on the same day as procedures, rooms shall be designated for hygiene only visits (recognizing however, that these rooms may also be subject to some amount of aerosol generation during active hygiene practices).

e. Minimizing the Use of Certain High-Speed or Pressurized Equipment: To the extent possible and consistent with the standards of care, CIFC GDCHC dental staff shall limit the use of high speed or pressurized equipment in order to minimize aerosol generation. For example, ultrasonic scaling shall be suspended in favor of manual of hand scaling and selective polishing.

f. Controlling Aerosols: To capture or control the spread of aerosols, appropriate PPE should be used for staff (see PPE section) AND:

i. Procedures should be limited, when possible. Consider multiple visits for extensive procedures, if practical

ii. Use full-mouth rubber dams for restorative treatment, as appropriate

iii. Use 4 handed dentistry and high-volume evacuators (HVE) to control aerosols and droplets.

iv. GDCHC is purchasing the following items to help control the spread of aerosols in operatories and/or to minimize equipment shared between rooms:

1. Fabricator Shield for use around patient face during procedures/hygiene (one to try)

2. Additional high-volume evacuators

3. Additional hand scaling equipment

4. Additional cassette kits

g. Procedure Pre-Rinse: Complete a pre-procedure rinse before starting any procedure to minimize the overall load of bacteria and viruses inside the patient’s mouth. Follow manufacturers’ specifications for rinse duration to ensure maximum efficacy.

h. Wash Hands Frequently: All CIFC GDCHC shall wash hands frequently, using soap and water for at least 20 seconds (preferred method) or frequent use of an alcohol-based hand sanitizer. This includes before leaving and after entering any patient room, before donning and after doffing gloves or other PPE, after performing any cleaning or disinfection activities, and after touching any potentially contaminated surfaces.

i. Sharing of Equipment – To the extent possible, CIFC GDCHC employees limit the sharing of equipment on any given day so that the fewest individuals possible touch equipment. To the extent possible, equipment is not to be moved between examination rooms. If equipment is going to be used between multiple exam rooms, it must be cleaned and disinfected between rooms.

10. Cleaning and Sterilizing Instruments

Process instruments with appropriated PPE (gloves, mask, face shield, googles and gown)

· Carefully remove disposable items from the tray and drop into the appropriate

container.

· Remove instruments that require sterilization and gently place them into the ultrasonic and activate the ultrasonic cycle for 6 minutes. Ultrasonic Cleaner must always stay covered

· Avoid overloading the ultrasonic device, since that could inhibit its ability.

· When 6 [SIX] minutes have elapsed, rinse off enzymatic solution under a steady stream of warm water for 30 seconds.

· Do not open ultrasonic while is running. Wait until cycle is done.

· Dry and pack and sterilize instruments.

· Scissors, and forceps should be place open in sterilization bag to sterilize.

· Use Optim towelettes to wipe the countertop, and ultrasonic device after processing instruments. In addition, at the end of the day wipe down cabinets doors and handles, autoclave handle and sink.

· Wash your hands.

11. Housekeeping

The following additional duties are performed during the specified time period:

· 11:00 am, 2:00 pm and 4:30 pm

This log will be kept at the front desk

Clean all housekeeping surfaces with Optim wipes Waiting room:

1. doorknobs (outside and inside)

2. waiting room chairs

3. coffee table

4. desks

5. phones

6. computer keyboard

7. survey shelf

8. pens

12. General Cleaning Rules:

1) All rooms must be cleaned and disinfected with an Environmental Protection Agency (EPA)-registered hospital disinfectant on list N of the EPA website for EPA-registered disinfectants that have qualified under EPA’s emerging viral pathogens program from use against SARS-CoV-2. Follow the manufacturers’ instructions for use of all cleaning and disinfection products (i.e., concentration, application method and contact time).

2) Doorknobs and other common touch points must be wiped down routinely in addition to counters, chairs, cabinets, and other surfaces.

3) If using an ultrasonic cleaner to remove instrument debris, a lid must be used and fits tightly over the unit to prevent introducing aerosols into the area. Ensure staff responsible for loading and unloading the ultrasonic cleaner wear proper PPE to protect against aerosol exposure from the machine. Follow all manufacturers’ guidelines for the use of your ultrasonic cleaner to prevent inadvertent aerosol release, including wait times between cycles and keeping units covered at all times.

4) Designate clean and dirty areas in the sterilization area. Autoclave all critical and heat-tolerant reusable dental and dental hygiene instruments prior to use. Use chemical and biologic monitoring to ensure sterilization is effective and include the date and time of sterilization and all instrument packs. Keep all sterile instruments packaged until ready to be used for patient care.

5) Cleaning or disinfecting products and/or disposable wipes shall be available near commonly used surfaces where possible, e.g., phones, computers, credit card machines, reception desk, light switches, and door handles.

6) Restrooms shall be cleaned and disinfected frequently, implement use of cleaning log for tracking. Clean multiple times a day if restrooms are used frequently by patients and/or

staff. (CIFC GDCHC Dental staff will not be responsible for cleaning the first-floor bathrooms.)

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CIFC GDCHC Staff Acknowledgement: I have read and understand the rules outlined herein and agree to abide by all. Failure to abide by these rules may result in disciplinary action up to and including possible termination.

Typed/Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_